



TOWN HALL ADMINISTRATIVE OFFICES
2445 S. AFTON ROAD
BELOIT, WISCONSIN 53511-8666
PHONE: 608-364-2980
FAX: 608-364-2999
www.town.beloit.wi.us

INSPECTION REQUIREMENTS

IT IS YOUR DUTY AS AN APPLICANT TO PLACE THE PERMIT CARD IN A CONSPICUOUS PLACE ON THE PREMISES. VISIBLE FROM THE STREET WHERE BUILDING IS TO BE ERECTED AND PROTECTED FROM WEATHER!!!

NOTE: Should you employ an out of state contractor, ensure the contractor follows WISCONSIN CODES

For an inspection request, please call 608-728-3911
Monday – Friday between 8am – 4:30pm

All efforts will be made to honor your request. Please arrange a time in advance.

*****Identify request with your name, company name, inspection type, site address, permit number, time inspection will be ready and telephone number of contact*****

Inspector: Tim Kienbaum Cell: 608-728-3911
Email: tkienbaum@town.beloit.wi.us

Make Checks Payable to the Town of Beloit, Permits Are Required For:

Building	Culvert Installation
Electrical	Secondary Water Meters
Plumbing	Decks
Heating, Ventilating, & A/C	Accessory Structures
Zoning	Fences
Erosion	Pools
Occupancy	Re-Roofs, Siding
Sewer Hookup (must first pay any Connection Fees at the Town Hall)	
Rock County Address Sign \$75.00, Make Check Payable to: Rock County	

The Following Information is Required for Most Permits:

Two sets of building plans showing:

- Elevations.
- Footing and foundation plan.
- Soil erosion plan.
- Heat Loss calculations for new dwelling.
- Truss engineering data if trusses are used.
- Cross sectional view.

THE INSPECTIONS NEEDED ARE AS FOLLOWS:

- Sanitary Sewer, Storm Sewer, and Water Lateral **BEFORE** backfilling of trench. System should be on test at time of inspection.
- Footing Forms, **BEFORE** any concrete is poured.
- Foundation Wall, Drain Tiles, after 12" of stone is in place on top of tiles and 12" beyond edge of footing.
- Building Sanitary Drain **BEFORE** basement floor is poured and after vapor barrier is in place. Clean out bleeder ends!!
- Electrical Service, **BEFORE** Electric Utility connection etc. underground pedestal or overhead service.
- All roughs must be called in at one time. (Carpentry, Electric, Plumbing, and HVAC).
- Insulation **BEFORE** applying any finished materials.
- Final Inspection, of all carpentry, Electrical, Plumbing, HVAC and other mechanical installations, all at one time, **BEFORE** any occupancy. If on municipal water, water meter must be installed.
- Occupancy Inspections – address numbers to be posted on property.

Any person(s) who shall violate any of the provisions of the Inspection requirements, will be subject to fines which shall be levied against the owner(s) of said property or each violation above, and/or any other violations of Local and/or State Codes.

If no violations of the ordinance or any other law is found, the Building Inspector shall issue a Certificate of Occupancy stating the purpose for which the building is to be used. No building or part thereof shall be occupied until such certificate has been issued, nor shall any building be occupied in any manner, which conflicts with the conditions set forth in the certificate of occupancy.